

OFFICE OF THE GOVERNOR
OFFICE OF INFORMATION TECHNOLOGY
FINANCIAL SERVICES

Program Records Retention and Disposition Schedule

The Program Records Retention and Disposition Schedule and retention periods governing the records series listed herein are hereby approved. In accordance with the provisions of Chapters 121 and 132 of the General Statutes of North Carolina, it is agreed that the records of the

FINANCIAL SERVICES

do not and will not have further official use or value for administrative, research, or reference purposes after the respective retention periods specified herein. The N.C. Department of Cultural Resources consents to the destruction or other disposition of these records in accordance with the retention and disposition instructions specified in this schedule. However, records subject to audit or those legally required for ongoing official proceedings must be retained until released from such audits or official proceedings, notwithstanding the instructions of this schedule. **Public records including electronic records not listed in this schedule or in the *General Schedule for State Agency Records* are not authorized to be destroyed. The**

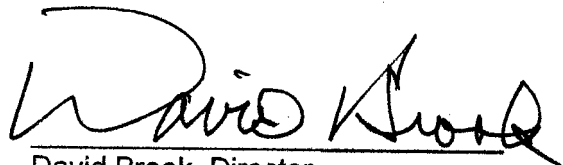
FINANCIAL SERVICES

agrees to destroy, transfer or dispose of records in the manner and at the times specified herein. This schedule is to remain in effect until superseded.

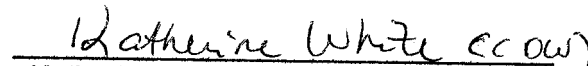
APPROVAL RECOMMENDED



John McShane, Controller and
Financial Officer
Financial Services



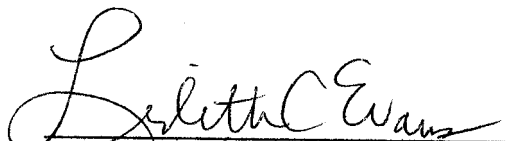
David Brook, Director
Division of Historical Resources


Katherine White, Chief Records Officer
Office of Information Technology Services

APPROVED



George Bakolia, State Chief Information Officer
Office of Information Technology Services



Lisbeth C. Evans, Secretary
Department of Cultural Resources

**OFFICE OF THE GOVERNOR
OFFICE OF INFORMATION TECHNOLOGY SERVICES
FINANCIAL SERVICES**

ITEM 48147. E-Rate Program File. Records in paper and electronic formats received and created by the agency concerning discounts to assist schools and public libraries in the United States to obtain affordable telecommunications services and Internet access. The records support the Schools and Libraries Program of the Universal Service Fund, commonly known as E-Rate, which is administered by the Universal Service Administrative Company (USAC) under the direction of the Federal Communications Commission (FCC). Files include E-Rate program forms (470, 471, 479, 486, 500, 472, 498, 473, 474), form attachments, telecom and Internet access reports, correspondence, fax cover sheets and the requested information.

DISPOSITION INSTRUCTIONS: Destroy paper and electronic records in office at end of the fifth fiscal year (June 30th) if no appeal, claim, audit or other official action involving the records has been initiated. If official action has been initiated, destroy in office 5 years after completion of action and resolution of issues involved.